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MASS WILDLIFE

Manual for the Issuance of **Sporting, Hunting, Fishing & Trapping Licenses** for *2002*

Visit our Website @ www.masswildlife.org

- **Attention License Vendors!**
- We have a new address.
- We ***strongly*** recommend that you read this manual prior to issuing and licenses. Many changes take place each year.
- All the information you need is contained in this manual.

Commonwealth of Massachusetts

Division of Fisheries & Wildlife

251 Causeway Street, Suite 400, Boston, Massachusetts 02114

An Agency of the Department of Fisheries, Wildlife & Environmental Law Enforcement

Publication No.
Approved by: Philmore Anderson III, State Purchasing Agent

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-FOREWORD-

This year marks the Sixth year of the Hunter Education Certificate or previous year license requirement. However, as a result of the "Assault Weapons" law which became effective October 21, 1998, there was an addition of another option for the hunting or sporting license buyer. Anyone who wishes to purchase a hunting or sporting license must show either a previous year hunting/sporting license (from any state); a certificate of competency issued by the Hunter Education Bureau of Environmental Law Enforcement; a Firearms Identification Card (F.I.D.); a License to Carry ((LC) (including class A or B)) or sign an affidavit attesting that they have held a hunting or sporting license in a previous year prior to being issued a 2002 hunting or sporting license.

IMPORTANT: As directed in previous years, throughout 2002, whenever you sell a hunting or sporting license **YOU MUST** suggest to the licensee that he/she **Save the 2001 license** so it can be shown to the agent selling him/her a 2003 license.

****

SERVICE FEES ARE STILL IN EFFECT!!!

ALL license sales agents are entitled to **up to $1.50** per license sold! Please read pages 8 and 9 for specific instructions to ensure that you follow the proper procedure for taking advantage of this opportunity. **Please Note:** As indicated on the back of the fishing/trapping and hunting/sporting license which, Town and City Clerks must add an additional dollar Municipal handling fee. This handling fee of $1.00 is mandatory for all City and Town clerks.

****

H7-NON-RESIDENT CITIZEN/ALIEN COMMERCIAL SHOOTING PRESERVE LICENSE ELIMINATED:

A separate license is available through DFW's Westboro Office and authorized commercial shooting preserves as a one (1) day Residents and $10.00 for the first Resident license ($5.00 for a subsequent resident license in their name in that calendar year). A person may purchase up to four of these license in their name per year. **IMPORTANT:** Possession of this license does not qualify as proof of a previous year hunting/sporting license in order to meet the

Hunter Safety/previous year license requirement. **Do Not Issue** any H7 or H9 licenses but refer any applicants to Dick Burrell at (508)792-7270 X119 for the closest Authorized Commercial Shooting Preserve of DFW's Westboro Office.

****

HIP NUMBER: Effective January 01, 1998, the Federal Government has mandated every state to institute a HIP (Migratory Bird Hunter Harvest Information Program. Please note that there is a new box on the Hunting/Sporting license form just below the signature line. This is where the sportsman/woman will record their HIP number. All hunters upon purchasing their 2002 Hunting or Sporting license, who wish to hunt any migratory birds, waterfowl, woodcock, snipe and rail will need the HIP number in 1999 and all subsequent years. They can obtain this number simply by calling **1-800-WETLANDS** and answering a few survey questions. The purpose of the HIP program is to get a better data base of migratory bird hunters' names and addresses from which to contact for harvest surveys. Please refer your customers to the counter card if they are interested in hunting migratory waterfowl or have any questions.

Please note: It is the responsibility of the Hunter/Sportsman to insert the HIP number on the line provided on his license.

****

As always, we cannot overemphasize the importance of reading this instruction manual until you are comfortable with all phases of selling licenses and stamps and submitting your monthly remittances. Please refer to it whenever questions or problems arise. In this manual you will find the answers to **all** your issuance questions. We suggest you read it **prior to** issuing your first license. If you cannot find the information you need quickly, refer to the back of the manual where you will find the appropriate contact person(s) and phone number(s). You can contact us any weekday (except holidays) 8:45 AM to 5:00 PM for assistance. Thank you!

Also, we have received several requests to print our mailing address at the top of the monthly remittance forms. And now that we have our "new home", we have included the new mailing address on the report forms.

DUPLICATE LICENSES: The price of **all** duplicate licenses is $2.50 irregardless of the purchase price of the original license (this includes F4, H3 and S3 Free licenses). Subsequently, you will note that the price for all duplicate licenses (DF, DT, DH, & DS) is $2.50. Unfortunately, there was no provision for any license agent (city/town or store) to charge any type of handling or processing fee or retain the $.50 for the sale of these licenses.

A NEW ADDRESS: The Saltonstall Building was closed in June, 2000. We temporarily moved to Portland Street until our new offices were ready for occupancy. On February 25, 2001, we made our final move to 251 Causeway Street, Suite 400, Boston, MA 02114 where we plan to stay permanently.

NATIVE AMERICANS: According to current state laws, there are no provisions for a Native American to obtain a free fishing license. However, a Native American ***does not*** need a license if they are fishing for their own consumption. ***DO NOT*** ISSUE any fishing licenses (free or otherwise) to a Native American that presents evidence that they belong to a local tribe. Simply inform them that they do not need a fishing license.

MENTALLY ILL/MENTALLY RETARDED: Persons who are diagnosed as mentally ill ***do not*** qualify for a free license (see page 15-Blind, Paraplegic or Mentally Retarded) to determine who qualifies.

Nancy A. Melito
License/Revenue Program Coordinator

ABSTRACTS: Agents must issue one copy of the Abstracts of the Fish & Wildlife Laws of Massachusetts with each license sold. Please be sure that every license purchaser receives **one and only one** abstract per license purchased. Abstracts are fairly expensive to print and we can only print them once per year, so their supply is limited. The allotment of abstracts you received with your licenses is based upon issuing **one** abstract **per license or stamp sold** plus a few extras you can issue upon request. If you have received what you consider to be far more abstracts than you need, please phone you local DFW District Headquarters and request that they pick up the extras and hold them for future use.

SUPPLIES: If you are running low on licenses, stamps or remittance forms, either **write or phone:**

Division of Fisheries and Wildlife
251 Causeway Street, Suite 400
Boston, MA 02114
(617)626-1590

Because we have printed enough abstracts to ensure that there are enough to accompany each license printed, you will receive more abstracts automatically whenever you order more licenses or stamps.

WILDLANDS CONSERVATION STAMP: State Law dictates that no one may hunt, fish or trap in Massachusetts without first having obtained a Wildlands Conservation Stamp for that year. The Wildlands Stamp imprint on each license satisfies the legal requirement in order to hunt, fish or trap. The revenue received from the sales of these stamps, by State Law, **"may only be used for the acquisition and maintenance of wildlands which shall forever remain open to hunting, fishing and trapping."**

The Collector's Edition stamp has been discontinued.

NEW AGENTS: Each year new agents, without preliminary help, advice or training, are authorized to issue licenses. Also, common questions continue to arise. The purpose of this section is to address these problems. To circumvent the "trial & error" method, particularly for new agents, the following is a listing of a few basic instructions which should be helpful:

1. License form:
   A. The Fishing/Trapping license book (form FW35) is condensed into a three (3) panel form with no deer tag or permit to detach and destroy! Panel 3 is the "Massachusetts Wildlife Magazine" subscription order blank and information about Wildlands Stamp art prints. This is merely for the applicant's convenience and there

is no need to concern yourself with this panel. Simply leave it attached to the license and issue it with the duplicate certificate (now part 3 of the license. DO NOT accept these order forms or the monies in payment of same. Instruct applicants to forward them, with payment, to the address shown at the bottom of that panel.

There is a check-off box for the Wildlands Conservation Stamp on the front of the license, with the stamp imprint on the reverse side of the first panel. The stamp fee ($5) is to be charged with all FIRST resident licenses and ALL non-resident license issued in the licensee's name for that calendar year regardless of whether or not the applicant has held a license in a previous calendar year. (See figs. 1 & 2 on pages preceding Table of Contents).

B. The Hunting/Sporting license book is a five (5) panel form, with panel 3 being the 2nd deer harvest tag, panel 4 being the 1st deer harvest tag & panel 5 being the Antlerless Deer hunting permit application. The Turkey hunting permit application is now located on panels 3 & 4 of part 3 "Duplicate Certificate". The only time you would have to concern yourself with these panels would be when issuing a class **H6** (Non-Resident/Citizen Small Game Hunting) license in which case **you** must **detach and destroy** these panels!!! This license also has the check-off box and imprint for the Wildlands Conservation Stamp. As with the Fishing/Trapping licenses, the stamp fee must be charged with all FIRST resident licenses and ALL non-resident licenses issued in the licensee's name for that calendar year, regardless of whether or not the applicant has held a license in a previous calendar year (See figs. 3, 4 & 5). All other hunting and sporting license classes do receive these panels.

C. The duplicate certificate copy (part 3) contains all the information from the original license, enabling the sportsman to go to any licensing agent in order to obtain a duplicate license if the original license is lost or stolen. Also, any agent may issue a duplicate license regardless of where the original license was purchased. **Please note:** On the Hunting/Sporting license form, (part 3) the "Duplicate Certificate" also contains the Turkey hunting permit (panels 3 & 4) (remember when issuing a class H6 Non-Resident Small Game Hunting license to detach and destroy panels 3 & 4. Panel 5 is the "Massachusetts Wildlife" subscription blank . This is only for the applicant's convenience and there is no need to concern yourself with this form. Simply give it to the applicant with the license. DO NOT accept these order forms or money in payment of them. Applicants should be instructed to follow the instructions on the bottom of that panel.

2. When issuing a license, be sure to *apply enough pressure* so that the information is carried clearly through all carbons to the fourth copy.

3. We advise vendors to remove the carbons after issuing each license to reduce the transfer or carbon residue.

4. As each license is issued, the original and duplicate certificate (parts 1 & 3) are detached and given to the purchaser. Part 4 SHOULD **NOT** BE REMOVED FROM THE LICENSE BOOKS UNDER ANY CIRCUMSTANCES. This particular copy is the permanent record of issuance to be sent intact at the close of the year to the Division of Fisheries and Wildlife District offices for audit.

5. We recommend that you wrap an elastic band around the front cover of your license book, and as licenses are sold, part 3 can be flipped over and slid under the elastic so that you can open the book conveniently to the next license to be issued.

6. As emphasized in section 4 (above), all license books must be returned at the end of the calendar year. The State Auditor's Office has mandated that this requirement also is applicable to used (totally empty), partially used or unused Archery, Primitive Firearm and Waterfowl stamp books.

7. With regard to accounting for the sales of various stamps, since only the books are numbered (and not the individual stamps), we suggest you list the name of the purchaser, number of stamps purchased and the date of purchase on the back cover of the stamp book. When you make a deposit, make the notation "Deposited (Date)" below the last sale and draw a "cut-off" line. Although you are free to use any system, we suggest that you try this easy system first. You MUST achieve total accountability. **NOTE:** Any person wishing to make a bulk purchase of stamps MUST be referred to Amy or Mary at the Boston office. Your allotment is based upon a projection of the number of books needed by the hunter, not the collector.

8. Reciprocal (**F4** and **H3**) Paraplegic licenses are free for residents of Maine, New Hampshire, Vermont and Connecticut, and may be issued by license agents or by mail through the Boston office. Applicant must show a paraplegic license from his state of residence. Agents should write original license number in FID/AGP box.

When issuing an F4 or H3 to a Mass. resident, please inform the licensee that he/she can obtain free licenses from the aforementioned states.

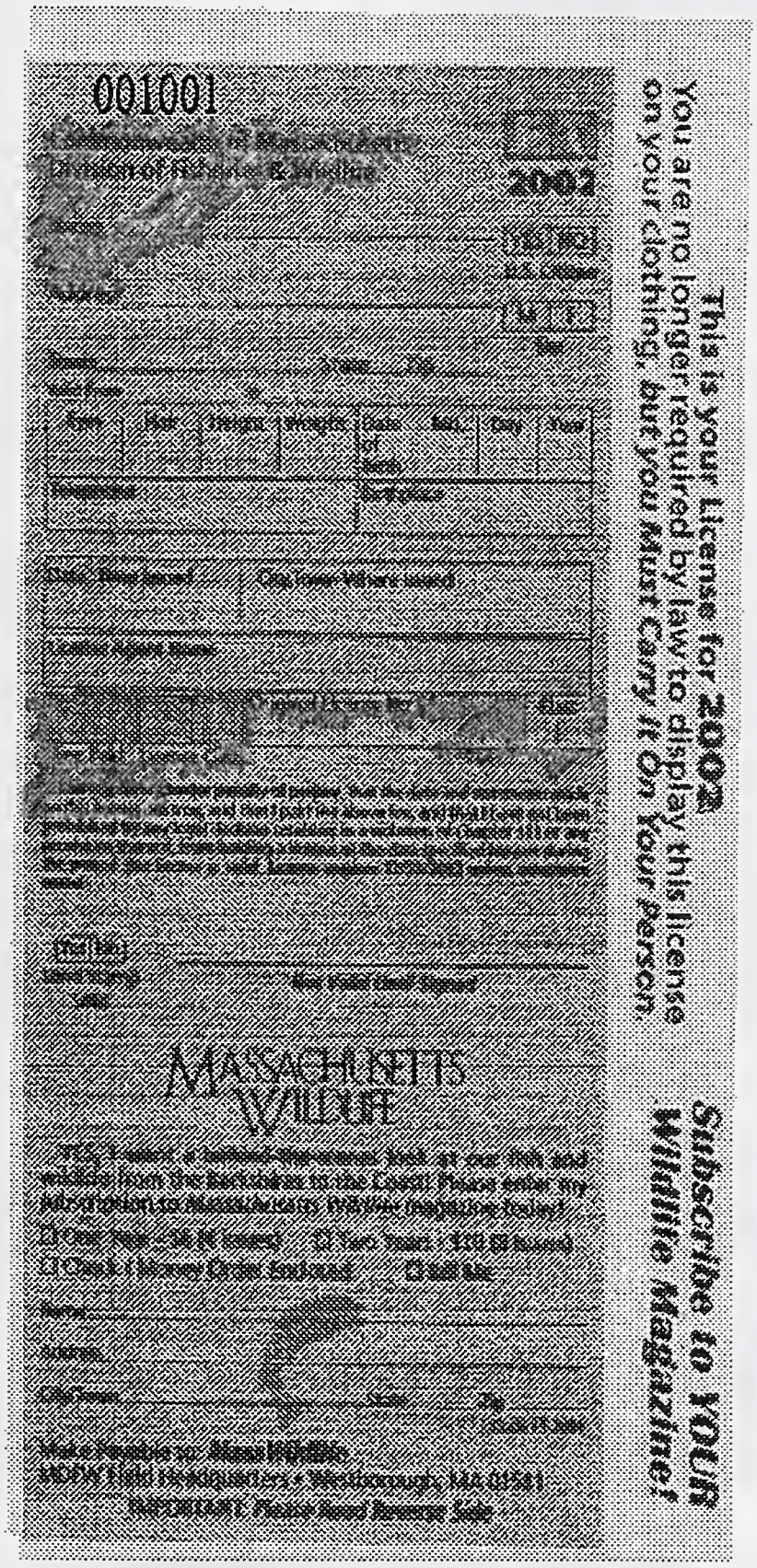
Once again, if you have questions about license issuance and cannot find the answer in this manual, please phone: (Mon-Fri 8:45 AM to 5:00 PM except holidays)

Revenues/Allotment
Distribution/Issuance
Nancy A. Melito
License/Revenue Program Coordinator
(617)626-1578

FOR ADDITIONAL AGENCY CONTRACTS SEE LAST PAGE.

PLEASE DO NOT HESITATE TO CALL.

Figures 1 & 2


001001
2002
MASSACHUSETTS
WILDLIFE
You are no longer required by law to display on your clothing, but you must carry it on your person.
This is your License for 2002
Subscribe to Your Magazine!
Wildlife

The revenue ($5) obtained from the sale of the Wildlands Stamp imprinted on this license must, by law, be used "for the acquisition of wildlands which shall forever be open to hunting, fishing and trapping."

Director

MassWildlife
2002 LICENSES AND STAMPS FEES

Class	Type	
F1	Freshwater Fishing	$27.50
F2	Resident Minor Fishing (Age 15-17)	11.50
F3	Resident Fishing (Age 65-69)	16.25
F4	Resident Fishing (Age 70 or over)	
	or paraplegic, blind, mentally retarded	FREE
F6	Nonresident Fishing	37.50
F5	Nonresident Fishing (3 day)	23.50
F2	Resident Fishing (3 day)	16.50
F3	Nonres. Fishing (Age 15-17)	11.50
T1	Resident Trapping	35.50
T2	Resident Minor Trapping (Age 12-17)	11.50
T3	Resident Trapping (Age 65-69)	20.25
SF	Duplicate Fishing	2.50
ST	Duplicate Trapping	2.50
WR	Wildlands Stamp, Resident	5.00
WZ	Wildlands Stamp, Nonresident	5.00

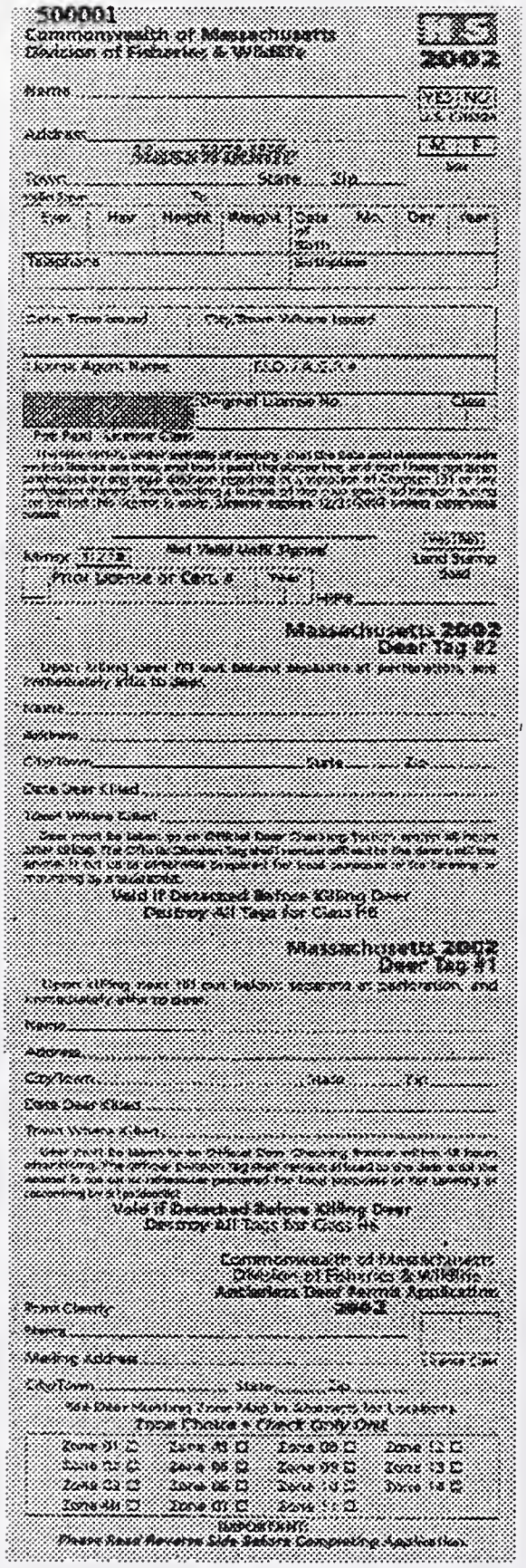
NOTE: Fee for FIRST resident license, ALL non-resident licenses, free license, duplicate license and stamps includes a $5.00 fee for the Wildlands Conservation Stamp. Fee for SECOND resident licenses in calendar year, DOES NOT include a $5.00 fee for the Wildlands Conservation Stamp. City and town clerks MUST add an additional One Dollar ($1.00) and other sales agents MAY add up to an additional One Dollar and Fifty Cent ($1.50) service fee to the price of each license sold. There is NO SERVICE FEE charged for the purchase of licenses at offices of the Division of Fisheries & Wildlife.

A FIFTEEN DOLLAR ($15.00) FEE WILL BE CHARGED FOR ALL RETURNED CHECKS!

Effective January 1, 1997, City and Town clerks may add up to an additional Dollar ($1.00) and other Sales Agents may add up to a One Dollar and Fifty Cent ($1.50) service fee to the price of each license sold.

IMPORTANT: *Please Read Reverse Side*

Figures 3, 4 & 5



500001
Commonwealth of Massachusetts
Division of Fisheries & Wildlife
2002
Name
Address
Town State Zip
Eyes Hair Height Weight Date of Birth Mo. Day Year
Telephone Birthplace
Date Town Issued City/Town Where Issued
Agent Name
Original License No. Class
Fee Paid License Class
Signature
Minor Last Name Used Signed
Prior License or Cert. # Year
Land Stamp Sold
Mail To:
Massachusetts 2002
Deer Tag #2
Name
Address
City/Town State Zip
Date Deer Killed
Town Where Killed
Valid If Detached Before Killing Deer
Destroy All Tags for Card Fee
Massachusetts 2002
Deer Tag #1
Name
Address
City/Town State Zip
Date Deer Killed
Town Where Killed
Valid If Detached Before Killing Deer
Destroy All Tags for Card Fee
Commonwealth of Massachusetts
Division of Fisheries & Wildlife
Antlerless Deer Permit Application
2002
Town Clerk
Name
Mailing Address
City/Town State Zip
Deer Hunting Zone Map to Choose Your Locations
Zone Choice - Check Only One
Zone 01 Zone 09 Zone 08 Zone 12
Zone 02 Zone 06 Zone 07 Zone 13
Zone 03 Zone 05 Zone 14 Zone 10
Zone 04 Zone 01 Zone 11
IMPORTANT:
Please Read Reverse Side Before Completing Application

The revenue ($5) obtained from the sale of the Wildlands Stamp imprinted on this license must, by law, be used "for the acquisition of wildlands which shall forever be open to hunting, fishing and trapping."
Director
$5.00
Mass Wildlife
2002 LICENSES AND STAMPS FEES
Class Type
NOTE: Fee for FIRST resident license. ALL non-resident license, free license, duplicate license and license validation is $5.00 fee for the Wildlands Conservation Stamp. Fee for SECOND resident license in calendar year: DOES NOT include a $5.00 fee for the Wildlands Conservation Stamp. Citizens town clerks MUST add an additional One Dollar ($1.00) and other sales agents MAY add up to an additional One Dollar and Fifty Cent ($1.50) service fee to the price of each license sold. There is NO SERVICE FEE charged for the purchase of licenses at offices of the Division of Fisheries & Wildlife.
A FIFTEEN DOLLAR ($15.00) FEE WILL BE CHARGED FOR ALL RETURNED CHECKS!
Effective January 1, 1997, City and Town clerks may add up to an additional Dollar ($1.00) and other Sales Agents may add up to a One Dollar and Fifty Cent ($1.50) service fee to the price of each license sold.
Instructions for Filling Out Application
Only one (1) application may be submitted per license holder.
Print in your Name and Mailing Address. Fill in License Data from the second panel, opposite side. Failure to do so WILL HAVE AN ADVERSE IMPACT upon the processing of your application!
Select the Zone in which you wish to hunt.
Mail to: Deer Permit
Division of Fisheries & Wildlife
Field Headquarters, Westborough, MA 01581
Applications must be post marked on or before July 14, 2002.

DUPLICATE CERTIFICATE
2002
Name
Address
Town State Zip
Eyes Hair Height Weight Date of Birth Mo. Day Year
Telephone Birthplace
Date Time Issued City/Town Where Issued
License Agent Name
Original License No. Class
Fee Paid License Class
Minor Last Name Used Signed
Prior License or Cert. # Year
Land Stamp Sold
Mail To:
Commonwealth of Massachusetts
Division of Fisheries & Wildlife
Turkey Permit Application
2002
This One Application is good for
Both Spring and Fall Seasons
See Contracts for Seasons, Zones and Dates.
Print In Your Name and Mailing Address
Name
Address
City/Town State Zip
Combined Spring and Fall Hunting: Applications must be postmarked no later than March 15, 2002 to assure processing. Validated permits will be mailed after April 1, 2002.
Fall Hunting Only: Applications must be postmarked no later than September 15, 2002 to assure processing. Validated permits will be mailed after October 7, 2002.
Return this form with check or money order for $5.00 to:
"Turkey Permit"
Mass. Division of Fisheries & Wildlife
Field Headquarters, Westborough, MA 01581
One Permit and One Fee will cover both seasons.
MASS WILDLIFE
YES, I want a balanced-by-science look at our fish and wildlife resources. Subscribe to the Quest. Please enter my subscription to Massachusetts Wildlife magazine below!
☐ One Year - $5 (4 issues) ☐ Two Years - $10 (8 issues)
☐ Check / Money Order Enclosed ☐ Bill Me
Name
Address
City/Town State Zip
Make Payable to: MassWildlife
MDFW Field Headquarters, Westborough, MA 01581
Duplicate License Certificate & Turkey Permit Appl
This certificate may be presented at any license vendor to issue a duplicate license. A signed affidavit must accompany the original was lost or destroyed.
PRINT THIS PAGE WITH FEE
Wildlife magazine

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THIS PAGE IS FOR YOUR NOTES:

PLEASE BEGIN READING THIS ENTIRE MANUAL.

-DEFINITIONS-

Adult: As of January 01, 1974, all references to the word "adult" found in this manual will mean any person who has reached the age of 18.

Age: The words, "15 year of age or over", "70 and older" and "over 70" mean a person who has reached his 15th or 70th birthday at the time of purchase. A person is under 15 until his 15th birthday and a person is under 70 until his 70th birthday. Please verify ages.

Agent/Vendor: Any city or town clerk or any person duly authorized by the Director to issue licenses at their place of business located inside or outside the Commonwealth.

Alien: An applicant who is not a citizen of the United States.

Division: Refers to the Massachusetts Division of Fisheries and Wildlife (DFW, MDFW).

F.I.D.: A firearms identification card, the possession of which is required for use or transporting of any firearm or ammunition.

Minor: An applicant who has not reached his 18th birthday.

Non-Resident Alien: A resident of the United States who has not resided within the Commonwealth at least the six (6) consecutive months **immediately prior to** date of application.

Resident Alien: A person who is not a citizen of the United States who has resided within the Commonwealth for the six month period immediately prior to the date of application.

Resident Citizen: A citizen of the United States who has resided within the Commonwealth of Massachusetts for at lease the six (6) consecutive months immediately prior to the date of application. A person may not be a resident of two states simultaneously.

GENERAL AND SPECIFIC **INSTRUCTIONS FOR ISSUING** SPORTING, HUNTING, FISHING AND TRAPPING LICENSES: Laws and Policies Regarding the Sale and Issuance of Licenses:

1. No agent will back-date any licenses.

2. No agent will allow any applicant to complete his/her own license.

3. Agents will issue alien hunting licenses.

4. Agents may request proof of residency (i.e. Driver's License) prior to the issuance of any resident license.

5. Agents are not authorized to issue refunds for licenses without prior approval from the Boston office.

6. Agents will not exchange one class of license for another.

7. Agents will, on the first Monday of every month*, pay to the Director, all monies received by them for licenses and stamps issued during the preceding month, except those fees (if any) which they are authorized to retain.
   *since this is not always possible or practical, the Division gives vendors whose accounts are in good standing, a grace period of up to fifteen (15) days.

All agents must complete and submit the monthly report form (or a computer-generated form as long as it has been previously approved by the DFW's revenue section) in duplicate each month to the DFW Boston office. IN THE EVENT NO SALES ARE MADE DURING THE MONTH, AGENTS MUST SUBMIT MONTHLY REMITTANCE FORMS (IN DUPLICATE) STATING THIS FACT.

PROCEDURES: Fill in all information completely and legibly, including your vendor number, name and month reporting. Include serial numbers of all licenses used (including voids), total voids, total issued in each class, the gross revenues collected and net values, then total each column. Be sure to sign **both** copies of the form and mail the forms, license cards (part 2) and check or money order **payable to:** *Commonweath of MA.* **Division of Fisheries and Wildlife, 251 Causeway Street, Suite 400, Boston, MA 02114.**

Figure 6

Division of Fisheries & Wildlife

2002

	$22.50	$0					
F2 RESIDENT FISHING MINOR	$6.50	$0					
F3 RESIDENT FISHING 65-69	$11.25	$0					
F4 RESIDENT FISHING HANDICAPPED	$0.00	NONE					
F6 NON-RESIDENT FISHING	$32.50	$0					
F7 NON-RESIDENT FISHING 3-DAY	$18.50	$0					
F8 RESIDENT FISHING 3-DAY	$7.50	$0					
F9 NON-RESIDENT MINOR	$6.50	$0					
T1 RESIDENT TRAPPING	$30.50	$0					
T2 RESIDENT TRAPPING MINOR	$6.50	$0					
T3 RESIDENT TRAPPING AGE 65-69	$15.25	$0					
DF DUPLICATE FISHING	$2.50	NONE					
DT DUPLICATE TRAPPING	$2.50	NONE					
H1 RESIDENT CITIZEN HUNTING	$22.50	$0					
H2 RESIDENT HUNTING 65-69	$11.25	$0					
H3 RESIDENT HUNTING PARAPLEGIC	$0.00	NONE					
H4 RESIDENT ALIEN HUNTING	$22.50	$0					
H5 NON-RESIDENT HUNTING BIG GAME	$94.50	$0					
H6 NON-RESIDENT HUNTING Small Game	$60.50	$0					
H8 RESIDENT CITIZEN MINOR HUNTING	$6.50	$0					
S1 RESIDENT SPORTING	$40.50	$0					
S2 RESIDENT SPORTING 65-69	$20.00	$0					
S3 RESIDENT CITIZEN SPTNG OVER 70	$0.00	NONE					
DH DUPLICATE HUNTING	$2.50	NONE					
DS DUPLICATE SPORTING	$2.50	NONE					
M1 ARCHERY STAMP	$5.10	10					
M2 WATER FOWL STAMP	$5.00	25					
M3 PRIMITIVE FIREARMS STAMP	$5.10	10					
W1 WILD CONSER STAMP(Resident)	$5.00	NONE					
W2 WILD CONSER STAMP(Nonresident)	$5.00	NONE					

Please verify that the serial numbers you have listed equal the totals you have listed; and, double check your calculations! List additional numbers on back.

8. Agents will "within 30 days next succeeding January first in each year, return to the Director all licenses and stamp books received during the previous year including all stubs, voids, used and unused license and stamp books." However, in an effort to reduce (your) mailing costs, Division personnel or Federal Express will attempt to pick up all of these records after the close of the calendar year. If unsuccessful, returns will then become the responsibility of the agent.

9. Agents must issue licenses and submit remittances in consecutive license number order.

10. Agents are responsible for collecting the correct fees for licenses issued. At no time is the agent permitted to change the fee prescribed by law or charge a so-called "handling/processing fee" except as authorized by MGL Chapters 131, sections 17 and 17A. See pages 8 and 9 for full details.

11. At no time is the agent permitted to deviate from the definition established by law applicable to those persons eligible for Class S3, F4, & H3 (free) licenses.

12. A resident citizen is not required to show a firearms identification card in order to obtain a hunting or sporting license. The resident citizen who wishes to bow hunt only is not required to have an F.I.D. card. However, it is the responsibility of any resident citizen to have on his/her person whenever carrying or transporting any firearm or ammunition for any purpose, a Firearms Identification Card or valid License to Carry a Firearm.

13. Agents will charge a $5.00 fee for the Wildlands Conservation Stamp which is imprinted on the license and check off the "YES" box on all first resident licenses (in applicant's name) for that calendar year and all non-resident licenses.

14. Agents will not accept "Massachusetts Wildlife Magazine" subscriptions or monies in payment thereof. Instruct the applicant to mail them to : Mass. Wildlife, MDFW Field Headquarters, Westboro, MA 01581.

15. Agents will not accept Antlerless Deer or Turkey Permit applications or monies in payment thereof. Instruct the applicant to follow the directions printed on the back of the applications.

When a License is Needed - Not Needed

A. License needed:

1. It is unlawful at any time or place in this state, for any person 15 years of age or older, to hunt, pursue, or kill with a gun, bow and arrow or other means or device, any animal, or to angle for fish in any inland waters, without having procured a license to do so.

2. It is unlawful at any time or place in this state for any person 12 years of age or older to trap any animal without first having procured a license to do so.

B. License not needed:

1. No license is needed by a person under 15 years of age to fish in inland waters or for a person between the ages of 12 and 14 inclusive, to hunt, provided, in the case of the latter, that the person is accompanied by a duly licensed adult, and only one firearm or bow shall be used in such hunting, and they shall not exceed the bag limit established for one person. No more than one such minor shall accompany one adult.

2. No license is needed by any legal resident or any member of his immediate family 15 years of age or older to hunt on land owned or leased by him, or for any such resident or any such member of his family to trap on such land, or to fish in inland waters surrounded by such land **if** he is or they are <u>actually domiciled thereon</u> and such land is used <u>principally</u> for agricultural purposes.

License Forms - Description

(1) <u>There are two separate forms:</u>

Fishing/Trapping licenses are on violet colored pads. The licenses are only two panels long, which means there is no deer tag to remove.

Hunting/Sporting licenses are five panels long and are green in color this year. The five panels consist of the two which the sales outlets must complete plus the two deer tags and the Antlerless permit application. "You do not need to do anything with panels 3 through 5 other than to leave them attached and give them to the customer.

There is now only one instance which requires you to detach the deer tag and permit applications and most of you will never sell this category. It is the H6-Non-Resident Citizen/Alien Small Game Licenses. When issuing either, **detach and destroy** panels 3 through 5 and panels 3 through 4 (Turkey Permit Application) on Part 3 "Duplicate Certificate" part of the license.

It may seem cumbersome dealing with two forms instead of one, but sales agents will find it convenient to not detach tags, and the color coding is a major benefit for law enforcement personnel.

(2) Permit application tags are attached to the hunting/sporting license:

Application forms for the 2002 antlerless deer permit and the 2002 turkey hunting permit are attached to the hunting/sporting license. This is a convenience to the sportsman who receives everything at once when he or she buys a license. It also eliminates impatient customers at your store or office who want to know when these items will be available.

(3) The duplicate form is a separate slip which contains complete information and can be honored at ANY sales outlet.

The 2002 duplicate tag on both license forms contains all the personal information found on the first and second panel of part one. Filling out the duplicate slip entails no extra effort as the information will pass through to the third part of the license form via the attached carbon. When you sell a license, tear off the first onion-skin copy (part 3) and give it to the purchaser. This is the duplicate slip. If a sportsman comes in with a duplicate slip and an affidavit affirming how he/she lost the license, all of the information you need will already be there. There will be no need to verify the information on the license and no need for the sportsman to return to the original point of purchase. You should, however, confirm the applicant's identification (driver's license or license to carry a handgun) prior to issuing the duplicate license.

Please honor requests for replacement licenses as they come in. You will find this service appreciated by those who need to use it. However, if the purchaser does not have the duplicate slip, he must return to the original point of purchase or contact the Boston office at (617) 626-1590.

(4) The license forms each consist of four parts:

(1) the license
(2) the remittance copy (card stock)
(3) the duplicate form (onion skin)
(4) the clerk's copy (onion skin)

When you write you are making four copies - Please use a hard surface, a ball point pen and **BEAR DOWN HARD.**

Issuing Licenses

NOTE: Read item 4 (below) and adhere to it exactly.

A. Steps in Issuing:

1. Be sure you are using the correct license form.

2. Make sure that you print plainly using a clear-writing ball point pen and that you use sufficient pressure so that the carbon copies will be legible.

3. Fill in all the information requested including the full name, complete **residential** address (**do not accept a Post Office Box**), sex, citizenship, date of birth, birthplace. color of eyes, color of hair, weight, height, date and time issued, and check the appropriate license type box on panel 1. Under no circumstances may an agent pre-date or post-date the issuance date of a license. Fill in the fee paid for the license in the box provided and have the licensee sign the license. Phone number is voluntary and only indicates the licensee is willing to participate in a Division phone survey, should one occur; the number **is not** for public disclosure.

4. The issuing agent must write the license class in the (license class) block on the license. Use the alpha-numeric code for each license class such as: F1, S2 etc. The license class and fee blocks on the license have a special mask to detect any attempt to alter. Also, there is a box on the FW-34 licenses (Hunting/Sporting in compliance with the law which **requires all first-time hunters to show a Certificate of Competency from the Hunter Education Bureau. Veteran hunters must show either this certificate; or a previous hunting license; an F.I.D. card; a license to carry or sign an affidavit attesting to having possessed a hunter education certificate or previous year license.** ***Under no circumstances is an affidavit to be accepted for and FID Card or License to Carry.*** On the second panel from the top, and below and to the left of the signature line, is a three-part box to indicate that you have complied with this law. In the first box place the letter "L" if you verified by a previous license; a "C" if you verified by the certificate; FID if you verified by the Firearms Identification card; "LC" if you verified by the License to Carry card or "AFF" if the affidavit is being used. In the adjacent box write the license, certificate or identification number. The last adjoining box (YR) is for you to write the year of the license or certificate verified. **It is mandatory that you follow this procedure exactly.** Write clearly and do not erase - this will VOID the license. A new line has been added to the FW-34 Hunting/Sporting license in compliance with the Federal mandate that requires migratory bird hunter's to obtain a HIP number. It is the sportsman's responsibility to obtain this number after he has procured a hunting/sporting license and prior to hunting migratory game. Instruct the sportsman to call **1-800-WETLANDS** in order to receive his HIP number.

5. Licenses may be purchased in person, by mail, or by a designee of the applicant in which case the license is not valid until signed by the licensee. Agents may issue the

license without the signature filled in, but should advise the designee that this must be signed to validate the license. The license is to be signed only by the licensee.

6. The agent or authorized person who issued the license must also sign the license.

7. Be sure to check the Wildlands Conservation Stamp "YES" box and charge the $5.00 fee on all first resident licenses issued in any person's name for that calendar year (except free or duplicate licenses) and all non-resident licenses.

8. Upon recording license information in full, the agent must detach the license and attached tags (if applicable) from the book. **Exception:** In the case of H6 non-resident licenses, you destroy panels 3 through 5 and give the remainder to the purchaser. Detach and give to the licensee or his designee, Part 3 (duplicate slip-onion skin). **Exception:** In the case of H6 non-resident licenses, you destroy panels 3 & 4 and give the remainder to the purchaser. Part 4 (vendor record-onion skin) will remain permanently in the book and will serve as the agent's record of issuance until returned to the Division at the end of the calendar year. Agents must turn in Part 2 (remittance copy) with the monthly report.

9. If you make a mistake of any kind in filling out the license, you (the issuing agent) must "void" the license and complete a new one (See "voids"). No erasures or crossouts of any kind are permitted.

B. Miscellaneous Issuing Instructions

1. License Agent's Record of Licenses Issued: Retain this until you return it to the Division the next January so that you/we may verify any discrepancy in remittances, and to fill requests for duplicate licenses in cases where the licensee has lost both the license and the duplicate slip. (See "Duplicate licenses").

2. Processing/Service fees: Under Chapter 131, **section 17**, M.G.L., city and town clerks are authorized by law to retain a fee of fifty cents ($.50) for the issuance of all licenses except Wildlands Conservation Stamps and free or duplicate licenses. Clerks may retain a fee of ten cents ($.10) for each Archery or Primitive Firearm Stamp sold and twenty-five cents ($.25) for each Mass. Waterfowl Stamp sold. **Note:** ***Section 17A - As of January 1, 1997 any city or town clerk issuing any license under the authority of any provisions of this chapter shall, except as otherwise provided by law, charge licensee) a municipal processing fee of one dollar provided however, that such fee be in addition to the ($.50) fee provided under section 17 of this chapter. Any other person (stores/bait shops, etc.) duly authorized by the Director to issue licenses at their place of business, provided such persons are duly bonded, may charge (licensee) a service fee of up to one dollar and fifty cents (in addition to the cost of the license) for the sale of each license. Section 17B - Notwithstanding the provisions of any general or special law or rule***

or regulation to the contrary, no city or town clerk shall be required to sell the licenses established under chapter 131 of the general laws (MGL).
Each city or town clerk shall, on or after July 1st of each year, give an annual notice of an intention not to sell said licenses to the director on a form prescribed by the director. Said notice not to sell licenses shall only be effective if received by the director by July 31st each year, provided, however, that the failure of a city or town clerk to so notify the director of an intention not to sell shall be construed as an intention to sell said licenses during the next calendar year. Where said notice not to sell licenses is received in a timely manner, the director shall not forward for sale in the next year any licenses to the sender of such notice. This entire section shall take effect on January 1, 1997.

3. Duplicate licenses: Advise the licensee to retain the duplicate slip and keep it in a safe place, not with the license. The licensee should provide this slip to any authorized agent in order to obtain a duplicate license for a fee of $2.50. If he/she does not have the duplicate slip, he/she may present the original license number to the agent where the original license was obtained, or contact the Boston office. All applications for a duplicate license must be accompanied by an affidavit explaining the circumstances of said loss. **DO NOT CHARGE THE $5.00 FEE** for the Wildlands Conservation Stamp (see "Specific Instructions" for the issuance of duplicate licenses).

4. Voids: If a license is torn from a book and subsequently voided, provide a written statement on the back of the original copy of the license giving the reason for the void. You must return this with your monthly remittance to avoid being charged for it. All explanations must be written clearly and legibly. If you make a mistake of any kind in filling out the license, you must make it void. The words, "*Voided - error*" must be written across the face of the original and appear in clear carbon on the copies. No erasures of any kind are permitted. Whenever it is necessary to void a license, return the voided original, duplicate certificate and remittance copy with the corresponding monthly remittance and list the respective number of the voided license on the designated line on the remittance sheet. (See "Monthly remittances").

5. Visible Display of License: Licensees are no longer by our rules and regulations, to display licenses in a visible manner on outer clothing whenever fishing, hunting or trapping. But they must carry it on their person at all times while hunting, fishing or trapping. Please inform each license buyer of this requirement.

6. Free Licenses: There are three classes of free licenses: **Class S3** (Sporting - includes trapping) for resident citizens 70 years of age and over; **Class F4** (Fishing) for resident citizen paraplegics, blind, mentally retarded (does not include mentally ill) or 70 and over; and **Class H3** (Hunting) for resident citizen paraplegics. DO NOT CHARGE the $5.00 fee for the Wildlands Conservation Stamp.

If license is lost, there is a two-dollar ($2.50) fee for a duplicate license. (See "Specific Instructions" regarding the qualifications for obtaining these licenses).

7. Sporting Licenses: It is the policy of the Division that a person who buys a fishing or hunting license **cannot** return such license and **apply it as credit** towards the purchase of the Sporting license (which permits both hunting & fishing). Also, the holder of a Class S3 (Resident Citizen Sporting over 70) license should be informed that his license also permits trapping. No other sporting license permits trapping.

8. Resident Citizen Minors: Resident citizen minors under the age of 15 cannot obtain a fishing (Class F2), hunting (Class H8) or sporting (Class S1) license, nor can a minor under 12 obtain a trapping (Class T2) license. Every application for a hunting or sporting license from a resident minor, 15 to 17 years, inclusive, or for a trapping license from a resident minor, 12 to 17, inclusive, must be in writing AND be accompanied by the written consent of a parent or guardian, which must be preserved for one year by the agent or until all materials are returned to the Division at the end of the calendar year.

In addition: every resident minor who applies for a hunting or sporting license must comply with **one** of the following three requirements:

1. Provide a written statement that at all times when hunting or target shooting other than on a duly recognized range, said minor will be accompanied by a person 18 years of age or older; **or**

2. Show a certificate of competency from a Hunter Education course approved by the Division of Environmental Law Enforcement or an approved certificate from another state which was issued not more than 3 years prior to his 15th birthday.

3. A valid F.I.D. card.

On the license, check block 1 or 2 or write the number "3" to the right of the boxes to indicate under which conditions the minor's license was issued.

9. Non-resident Citizen Minor: Non-resident citizen minors under the age of 15 cannot obtain a fishing, small game hunting, big game hunting, or commercial shooting preserve hunting license. Every application for any of the above-mentioned hunting licenses from non-resident minors, 15 to 17 years, inclusive, must be in writing and be accompanied by the written consent of the applicant's parent or legal guardian, which must be preserved for one year or until returned to the Division at the end of the year. Also, each non-resident citizen minor who applies for a hunting license must comply with one of the three requirements as outlined in item 8 (above).

On the license, check block 1 or 2 or write the number "3" to the right of the Boxes to indicate under which conditions the minor's license was issued.

10. Non-resident Military Personnel Stationed in Massachusetts: A non-resident citizen who is on active duty in the Armed Forces of the United States and is stationed in Massachusetts, upon presentation of a **green** active duty I.D. card, is entitled to a resident hunting, fishing, sporting or trapping license at the appropriate resident fee. A red (Reserve/National Guard) or a buff or blue card (retired) is not acceptable - the full non-resident fee must be charged.

11. Alien Licenses: Non-resident alien fishing licenses (Classes F6, F7 and F9) must be procured once the alien reaches the age of 15. Resident alien hunting licenses (Class H4) and non-resident alien hunting licenses (Classes H5 & H6) will be issued by agents **only** upon presentation of the applicant's alien gun permit. These permits are issued on a calendar year basis and agents must verify that the permit is **current** before issuing the license. A visual check of the permit is required and the gun permit number must be entered in the box labeled "FID/AGP" (Alien Gun Permit #); the gun permit is then returned to the alien. All aliens requesting information should be informed that they must obtain an alien gun permit to possess any firearm prior to being issued an alien hunting license. Permits are available from the Department of Public Safety, Hurley Building, Boston, MA* See first-time hunter requirements in Foreword, Page I.

***EXCEPTION:** The resident or non-resident alien who wishes to purchase a license for bow hunting purposes only is not required to have a gun permit. However, the agent must print clearly the words "FOR BOW HUNTING ONLY" on the face of the hunting license in the area labeled "valid from.....to" as indicated on fig. 6 & 7, page 13.

12. Abstracts of the Fish & Wildlife Laws: In addition to providing essential portions of the laws and regulations likely to be of the most interest to the majority of sportsmen, the 2002 Abstracts include a map of the deer management zones needed to complete the antlerless deer permit application. They also include Environmental Law Enforcement contact points for the entire state and they contain information about the State's Freshwater Sportfishing Awards Program. The agent will issue with each license purchased, one and only one copy of the current Abstracts, a sufficient supply of which has been furnished.

13. Trapping Licenses: Trapping licenses (classes T1, T2 & T3) will be issued only to resident citizens. Resident aliens do not qualify for a trapping license until they secure their final naturalization papers and become eligible to trap. Non-resident citizens will be issued a trapping permit by the Permit Section of the Boston Fisheries and Wildlife office only. Non-resident aliens are not eligible for a trapping license

until they have secured their final naturalization papers and then they are eligible for a non-resident citizen trapping permit issued by DFW - Boston Office only.

14. Special price licenses: Special price licenses include: Classes F3 (fishing) for resident citizens, age 65 - 69; F8 Resident citizen/alien (3 day); H2 (hunting) for resident citizens age 65 - 69; S2 (sporting) for resident citizens, age 65 -69; and T3 (trapping) for resident citizens age 65 -69 (Applicant must have reached his 65th birthday to qualify). Proof of age is required.

15. Issuing following-year licenses in November and December: Licenses for the following year may be sold during the months of November and December; however, monthly remittances for November and December "must be computed and submitted separately from those of the year following - this includes the sale of stamps also". Please submit remittances on SEPARATE remittance forms. However, the agent may submit one check for the total amount due for both remittances.

Accounting and Operational Procedures

IN THE EVENT NO SALES ARE MADE DURING THE MONTH, AGENTS **MUST** SUBMIT MONTHLY REMITTANCE FORMS (IN DUPLICATE) WITH THIS FACT INDICATED. For example: An agent has no 2001 license or stamp sales in December, 2001, however, the agent has sold some 2002 licenses during the month of December, 2001. The agent must submit two reports (one December, 2001 report reflecting no sales and, one December, 2001 for 2002 report reflecting the sale of the 2002 licenses during that month.

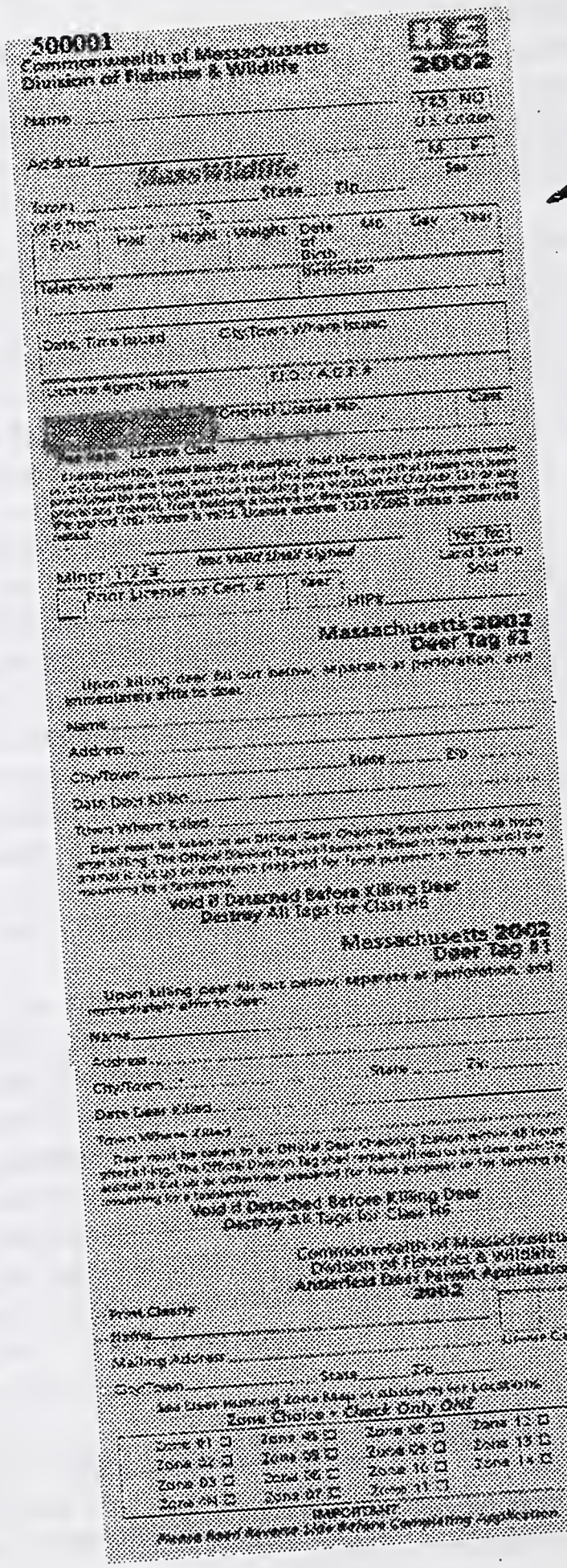
Monthly Remittances

In making remittances, city and town clerks will deduct the additional $1.00 municipal processing fee (paid by the licensee) from the cost of the license before listing it on the monthly report; then deduct the fifty cent ($.50) City/Town Clerk fee for each license sold in the appropriate column of the monthly report form, with the exception of duplicates, free licenses and Wildlands Conservation Stamps; ten cents ($.10) for each Archery and/or Primitive Firearms Stamp sold, and twenty-five cents ($.25) for each Mass. Waterfowl Stamp sold. Other agents whose place of business is located within the Commonwealth are now authorized by law to add on up to $1.50 service fee for each license sold (paid by the licensee see pages 8 & 9); however, they must also deduct this amount from the license before listing it on the monthly report form.

Annual Return of License Books

With reference to returning the stubs and licenses for auditing, we quote here a portion of section 18 or Chapter 131, M.G. L.:

Figure 7



Insert Wording: "FOR BOW HUNTING ONLY".

Each such issuing office shall within thirty days next succeeding January first in each year, return to the Director all license books received during the year preceding, including all stubs and voids and unused licenses."

However, in an effort to reduce your mailing costs, Division district personnel or Federal Express will attempt to pick up these records at the end of the calendar year. If unsuccessful, it will then be the responsibility of the agent to return all used and unused license books and stamp booklets with the licenses at their own cost, as soon as possible (See "Mailing Procedures" for proper method of return).

Payment to the Director

All monies received by the agent for licenses issued during the preceding month, minus the fee retained, if any, will accompany the monthly remittance forms. All such remittances will be by check, US Post Office money order or lawful money of the United States. Checks or money orders should be **made payable to:** "Commonwealth of Massachusetts". Because of the volume of remittances received monthly, we require that **one** such check or money order be submitted by each issuing agent's office in the total amount of the payment due the Commonwealth. Refer to page 2, item 7.

Mailing Procedures

Postal regulations require that all packages containing written materials (such as remittance forms) be submitted by first-class mail. Therefore, agents are responsible for forwarding monthly remittances to the Division either by first-class mail or outside the mails.

Inspection

License records are the property of the Commonwealth and shall be available at all times for public inspection and shall be subject to audit at all times by the Director, the State Auditor, the Director of Environmental Law Enforcement, or the State Comptroller, or by their respective designees.

License Classes - Specific Instructions

Class **F1** - Resident Citizen/Alien Fishing

Issue this class to any resident citizen of the United States or resident alien over 18 years of age whose legal residence in Massachusetts covers a period of at least the six (6) consecutive months immediately preceding the date of application, or to non-resident military personnel on active duty and stationed in Massachusetts.

This license entitles the applicant to angle for fish in inland waters in accordance with the seasons and regulations established by law. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the **first** license per year in the person's name is $27.50

NOTE: Persons wishing to fish with bow and arrow for permitted species are required only to possess a valid fishing (not hunting) license.

Class **F2** - Resident Citizen Minor Fishing

Issue this class to any resident citizen of the United States, 15 to 17 years of age, inclusive, whose legal residence in Massachusetts covers a period of at least six (6) consecutive months immediately preceding the date of application.

This license entitles a minor applicant to angle for fish in inland waters in accordance with the seasons and regulations established by law. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the **first** license in the applicant's name for the current year is $11.50.

Class **F3** - Resident Citizen Fishing (Age 65 - 69)

Issue this class to any resident citizen of the United States, 65 - 69 years of age, inclusive, whose legal residence in Massachusetts covers a period of at least the six (6) consecutive months immediately preceding the date of application.

This license entitles the applicant to angle for fish in inland waters of this state in accordance with the seasons and regulations established by law. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the **first** license in the applicant's name for the current year is $16.25.

Class **F4** - Resident Citizen Fishing (Blind, Paraplegic, Mentally Retarded and 70 years old and over)- **FREE**

Issue this class to any resident citizen of the United States, 15 years of age or older, whose legal residence in Massachusetts covers a period of a least the six (6) consecutive months immediately preceding the date of application who meets one of the following requirements:

a. Blind: sightless or having less than 1/10 of normal vision in the more efficient eye when refractive defects are fully corrected by lenses

b. Paraplegic: total paralysis of the lower half of the body with involvement of both legs

c. Mentally Retarded: failure in intellectual development that results in social incompetence and is held to be caused by a defect in the central nervous system and to be incurable. An applicant must show a certificate attesting to that effect signed by a duly qualified physician, or a written statement from a public school official in the city or town in which such person resides, indicating that this person has been classified as mentally retarded. ***Mental Illness does not qualify.***

d. Resident Citizen 70 years of age and older - proof of age/residence required.

This license (F4) entitles the applicant to angle for fish in inland waters in accordance with the seasons and regulations established by law. The five dollar fee for the Wildlands Conservation Stamp is NOT required. Check the "NO" box. Please note section 8 of the "FOREWORD" concerning reciprocal licenses.

Class **F5** - Resident Alien Fishing

This has been eliminated as a separate license class. See Class F1.

Class **F6** - Non-Resident Citizen/Alien Fishing

Issue this class to any non-resident alien, 18 years of age or older, whose legal residence is outside the Commonwealth.

This license entitles the applicant to angle for fish in inland waters in accordance with seasons and regulations established by law. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for ALL non-resident applicants is $37.50.

Class **F7** - Non-Resident Citizen/Alien 3-day Fishing

Issue this class to any non-resident, 15 years of age or older, whose legal residence is outside the Commonwealth.

The agent will print on the face of the license in the space provided, the inclusive and consecutive dates for which the license is valid. For example: "**from** 09/01/2002 **to** 9/03/2002". **Note:** with **all** temporary licenses, the applicant may specify which date he/she would like the license to become valid; it does not have to be the date purchased but dates **must** be consecutive.

This license entitles the applicant to angle for fish in inland waters in accordance with the seasons and regulations established by law. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for all non-resident applicants is $23.50.

Class **F8** - Resident Citizen/Alien Fishing, 3-day

Issue this class to any resident citizen or resident alien, 15 years of age or older, whose legal residence in Massachusetts covers a period of at least the six (6) consecutive months immediately preceding the date of application, **or** to non-resident military personnel *on active duty* and stationed in the Commonwealth.

The agent will print on the face of the license in the space provided, the inclusive and consecutive dates for which the license is valid. For example: "**from** 09/01/2002 **to** 09/03/2002". **Note:** with **all** temporary licenses, the applicant may specify which date he/she would like the license to become valid; it does not have to be the date purchased but the dates **must** be consecutive.

This license entitles the applicant to angle for fish in inland waters in accordance with the seasons and regulations established by law. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the first license in that persons name for the current year is $12.50.

Class **F9** - Non-Resident Citizen Minor Fishing

Issue this class to any non-resident citizen of the United States, 15 to 17 years of age, inclusive, whose legal residence is outside the Commonwealth.

This license entitles a minor applicant to angle for fish in inland waters in accordance with the seasons and regulations established by law. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for **all** non-resident licenses is $11.50.

Class **F10** - Quabbin One Day Fishing (Quabbin Only)

To be issued by MDC and MDFW Connecticut Valley Offices only.

Class **H1** - Resident Citizen Hunting

Issue this class to any resident citizen of the United States, 18 years of age or older, whose legal residence in Massachusetts covers a period of at least the six (6) consecutive months immediately preceding the date of application, or non-resident military personnel on active duty and stationed in the Commonwealth.

This license entitles the applicant to hunt birds and mammals (includes big game and small game) in the state in accordance with the seasons and regulations established by law.

Issue: Deer Tags and Antlerless Deer and Turkey Permit application panels. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the **first** license in that person's name for the current year is $27.50.

Class **H2** - Resident Citizen Hunting, Age 65- 69

Issue this class to any resident citizen of the United States, age 65 - 69 years, inclusive, whose legal residence in Massachusetts covers a period of at least the six (6) consecutive months immediately preceding the date of application.

This license entitles the applicant to hunt birds and mammals (includes big game and small game) in the state in accordance with the seasons and regulations established by law.

Issue: Deer Tags and Antlerless Deer and Turkey Permit application panels. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the **first** license in that person's name for the current year is $16.25.

Class **H3** - Resident Citizen Hunting (paraplegic) - FREE

Issue this class to any resident citizen of the United States, 15 years of age or older, whose legal residence in Massachusetts covers a period of at least the six (6) consecutive months immediately preceding the date of application and who has total paralysis of the lower half of the body with the involvement of both legs.

Refer to page 10 relative to the issuance of a resident citizen paraplegic hunting license to an applicant between the ages of 15 and 17, inclusive.

This license entitles the applicant to hunt birds and mammals (includes big game and small game) in accordance with the seasons and regulations established by law.

Issue: Deer Tags and Antlerless Deer and Turkey Permit application panels. The $5.00 fee for the Wildlands Conservation Stamp is not required. Check the "NO" box. Please note section 8 of the "FOREWORD" concerning reciprocal licenses.

Class **H4** - Resident Alien Hunting

Issue this class to any resident alien of the United States, 15 years of age or older, whose legal residence in Massachusetts covers a period of at least the six (6) consecutive months immediately preceding the date of application The applicant must present a valid Alien Gun Permit to the agent. These permits are issued on a calendar-year basis and agents must verify in each case that such permit is current before issuing the license. The Alien Gun Permit number shall be entered on the license in the FID/AGP# block. Alien applicants age 15 to 17 years, inclusive, also must present an Alien Gun Permit and are also subject to the same regulations stipulated for Resident Citizen Minors, Section 8, page 10.

Please note exception: The resident alien who wishes to purchase a license for bow hunting only is not required to have a gun permit in order to purchase one. However, the agent must print clearly on the face of the license, the words "FOR BOWHUNTING ONLY" in the "Valid from.....to" area as indicated on the sample in Figure 6 & 7, page 13.

This license entitles the applicant to hunt birds and mammals (includes big game and small game) in accordance with the seasons and regulations established by law.

Issue: Deer Tags and Antlerless Deer and Turkey Permit application panels. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the **first** license purchased in that person's name for the current year is $27.50.

Class **H5** - Non-Resident Citizen/Alien Hunting (Big Game)

Issue this class to non-resident citizens of the United States, 15 years of age or older, whose legal residence is outside the Commonwealth.

Refer to section 8 & 9, pages 10 & 11 relative to issuing a non-resident citizen big-game hunting license to an applicant between the ages of 15 and 17 inclusive.

Before obtaining this license, aliens must show a valid gun permit for the applicable year in accordance with the provisions of section 131H of Chapter 140, M.G.L. from the Department of Public Safety, Hurley Building, Boston, MA.

Please note exception: The non-resident alien who wishes to purchase a license for bowhunting purposes only is not required to have a gun permit in order to purchase one. However, the agent must print clearly on the face of the license, the words "FOR BOWHUNTING ONLY" in the "Valid from.....to" area as indicated on the sample in Figure 6 & 7, page 13.

This license entitles the applicant to hunt all game including deer, bear and turkey in accordance with the seasons and regulations established by law.

Issue: Deer Tag sand Antlerless Deer and Turkey Permit application panels. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for all non-resident applicants is $99.50.

Class **H6** - Non-Resident Citizen/Alien Hunting (Small Game)

Issue this class only to non-resident citizens and aliens of the United States, 15 years and older, whose legal residence is outside the Commonwealth.

Refer to pages 10 and 11 relative to issuing a non-resident citizen/alien hunting license to an applicant between the ages of 15 and 17 inclusive. The same regulations apply to a non-resident citizen applicant between the ages of 15 and 17, inclusive.

This license entitles the applicant to hunt small game (all game except deer, bear and turkey) in accordance with the seasons and regulations established by law.

The procedure for issuing to non-resident aliens is the same as that described on page 11, section 11, "Alien Licenses". Before obtaining this license, aliens must show a valid alien gun permit for the applicable year in accordance with the provisions of section 131H of Chapter 140, M.G.L., from the Department of Public Safety, Hurley Building, Boston, MA.

Please note exception: The non-resident alien who wishes to purchase a license for bowhunting purposes only is not required to have a gun permit in order to purchase one. However, the agent must print clearly on the face of the license, the words "FOR BOWHUNTING PURPOSES ONLY" in the "Valid from....to" area as indicated on the sample in Figure 6 & 7, page 13. The agent must tell the applicant that he/she cannot hunt big game (deer, bear or turkey) with this license.

DO NOT ISSUE: Deer Tag or Antlerless Deer or Turkey Permit application panels. The AGENT MUST DETACH AND DESTROY these panels immediately upon issuing this license. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for all non-resident applicants is $65.50.

Class **H7** and Class **H9** - Resident and Non-Resident Citizen/Alien Commercial Shooting Preserve (1-day)

These classes are only available through the DFW Westboro office and authorized Commercial Shooting Preserves .

Class **H8** - Resident Citizen Minor Hunting

Issue this class to any resident citizen of the United States, 15 to 17 years of age, inclusive whose legal residence in Massachusetts covers at least the six (6) consecutive months immediately preceding the date of application.

Refer to page 10 regarding issuing a hunting license to a resident citizen between the ages of 15 and 17, inclusive.

This license entitles the applicant to hunt birds and mammals (includes big game and small game) in the state in accordance with the seasons and regulations established by law.

Issue: Deer Tags and Antlerless Deer and Turkey Permit application panels. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the first license in that person's name for the current year is $11.50.

Class S1 - Resident Citizen Sporting

Issue this class to any resident citizen of the United States, 15 year of age or older, whose legal residence in Massachusetts covers a period of at least the six (6) consecutive months immediately preceding the date of application, or to non-resident military personnel on active duty and stationed in the Commonwealth (green card).

Refer to page 10 regarding issuing a sporting license to a resident citizen between the ages of 15 and 17, inclusive.

This license entitles the applicant to angle for fish in inland waters and to hunt birds or mammals (includes big game and small game) in accordance with the seasons and regulations established by law.

Issue: Deer Tags and Antlerless Deer and Turkey Permit application panels. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the first license issued in that person's name for the current year is $45.00.

Class S2 - Resident Citizen Sporting (Age 65 - 69)

Issue this class to any resident citizen of the United States, 65-69 years of age inclusive, whose legal residence in Massachusetts covers a period of at least the six (6) consecutive months immediately preceding the date of application. Proof of age is required.

This license entitles the applicant to angle for fish in inland waters and to hunt birds and mammals (includes big game and small game) in accordance with the seasons and regulations established by law.

Issue: Deer Tags and Antlerless Deer and Turkey Permit application panels. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the first license issued in that person's name for the current year is $25.00.

Class S3 - Resident Citizen Sporting (70 years old and older) - **FREE**

Issue this class to any resident citizen of the United States, 70 years of age or older, whose legal residence in Massachusetts covers a period of at least the six (6) consecutive months immediately preceding the date of application. Proof of age (having reached 70th birthday) is required.

This license entitles the applicant to angle for fish in inland waters and to hunt **all** game AND TRAP MAMMALS in accordance with the seasons and regulations established by law. This is the only Sporting license class which also permits trapping.

Issue: Deer Tags and Antlerless Deer and Turkey Permit application panels. The $5.00 fee for the Wildlands Conservation Stamp is not required. Check the "NO" box.

For resident citizens over 70 who wish to fish only, see page 15 & 16, Class F4 (fishing), section D.

Class **T1** - Resident Citizen Trapping

Issue this class to any resident citizen of the United States, 18 years of age or older, whose legal residence in Massachusetts covers a period of at least the six (6) consecutive months immediately preceding the date of Application or to non-resident military personnel on active duty and stationed in the Commonwealth (green card). Refer to page 11, section 10 when issuing this class.

This license entitles the applicant to trap mammals in accordance with the seasons and regulations established by law. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the first license issued in that person's name for the current year is $35.50.

Class **T2** - Resident Citizen Minor Trapping

Issue this class to any resident citizen of the United States, between the ages of 12 and 17, inclusive, whose legal residence in Massachusetts, covers a period of at lease the six (6) consecutive months immediately preceding the date of application.

All applications from minors must be accompanied by written consent of parent or legal guardian.

This license entitles the applicant to trap mammals in accordance with the seasons and regulations established by law. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the first license issued in that person's name for the current year is $11.50.

Class **T3** - Resident Citizen Trapping (Age 65 - 69)

Issue this class to any resident citizen of the United States 65-69 years of age, inclusive, whose legal residence in Massachusetts covers a period of at least the six (6) consecutive months immediately preceding the date of application. Proof of age is required.

This license entitles the applicant to trap mammals in accordance with the seasons and regulations established by law. The $5.00 fee for the Wildlands Conservation Stamp is required. Check the "YES" box. Total cost for the first license issued in that person's name for the current year is $20.25.

Class T4 - Non-Resident Citizen Trapping

This class has been eliminated. Non-resident applicants must apply to the Permit Section of the Boston DFW Office, 251 Causeway Street, Suite 400, Boston, MA 02114.

NON-RESIDENT ALIENS ARE NOT ELIGIBLE FOR THIS PERMIT.
Total cost for all non-resident applicants is $205.00.

ISSUING DUPLICATE LICENSES

The licensee may provide the "duplicate certificate" to **any** authorized agent in order to obtain a duplicate license for a fee of $2.50. If he/she does not have the duplicate slip he/she may present the original license number to the agent **where the license was purchased** originally, **or** contact our Boston office. All applications for a duplicate license must be accompanied by an affidavit setting forth the circumstances of said loss. Proof of identification is required. The $5.00 fee for the Wildlands Conservation Stamp is not required. Check the "NO" box. Total cost for the duplicate license is $2.50.

Class **DF** - Duplicate Fishing (Classes F1-F9) - $2.50

To issue a duplicate fishing license, complete a new license form exactly as an original license using the information exactly as provided on the duplicate slip except the license class box and fee. Write the letters "DF" in the license class block and write in the $2.50 fee in the "Fee paid" block and have the licensee sign it. Record the original license serial number and class in the space provided. The $5.00 fee for the Wildlands Conservation Stamp is not. required. Check the "NO" box.

Class **DH** - Duplicate Hunting (Classes H1-H6 and H8) - $2.50

To issue a duplicate hunting license, complete a new license form exactly as an original license using the information exactly as provided on the duplicate slip except the class box and fee. Write the letter "DH" in the license class block and write in the $2.50 fee in the "fee paid" block and have the licensee sign it. Record the original license serial number and class in the space provided. The $5.00 fee for the Wildlands Conservation Stamp is not required. Check the "NO" box.

Class **DS** - Duplicate Sporting (Classes S1 - S3) - $2.50

To issue a duplicate sporting license, complete a new license form exactly as an original license using the information exactly as provided on the duplicate slip except the class box and fee. Write the letters "DS" in the license class block and write in the $2.50 fee in the "fee paid" block and have the licensee sign it. Record the original license serial number and class in the space provided. The $5.00 fee for the Wildlands Conservation Stamp is not required. Check the "NO" box.

Class **DT** - Duplicate Trapping (Classes T1-T3) - $2.50

To issue a duplicate trapping license, complete a new license form exactly as an original license using the information exactly as provided on the duplicate slip except the license class box and fee. Write the letters "DT" in the license class block and write in the $2.50 fee in the "fee paid" block and have the licensee sign it. Record the original license serial number and class in the space provided. The $5.00 fee for the Wildlands Conservation Stamp is not required. Check the "NO" box.

Class **M1** - Archery Stamp - $5.10

Issue this stamp to any resident or non-resident citizen who wishes to participate in the exclusive Archery season for deer. A hunting license is required also. A non-resident citizen or non-resident alien would be required to procure a big-game hunting license (Class H5) to hunt deer.

Archery Stamps are **never** to be issued free or at half price regardless of license class. Agent must inform the purchaser that this stamp must be signed across its face in ink and adhered to the back of the hunting or sporting license while hunting. This stamp entitles the licensee to hunt deer by bow and arrow during the exclusive archery season on deer in accordance with the seasons and regulations established by law.

Class **M2** - Massachusetts Waterfowl Stamp - $5.00

Issue this stamp to any resident citizen/alien who intends to hunt waterfowl. Both a (small game for non-resident applicants) hunting license and Federal Waterfowl Stamp (available at U. S. Post Offices) are required also. This stamp entitles the licensee to hunt waterfowl in accordance with the seasons and regulations established by law.

Instruct the applicant that he must sign his name across the face of the stamp and have it in his possession while hunting waterfowl.

Waterfowl stamps are **never** to be issued free or at half price regardless of the license class.

Please Note: Effective January 01, 1998, under Federal mandate all Waterfowl Hunter's are required to obtain a HIP number. Please see Page II of the "FOREWORD" for instructions.

Class **M3** - Primitive Firearms Stamp - $5.10

Issue this stamp to any resident or non-resident citizen who wishes to participate in the exclusive Primitive Firearms season for deer. A hunting license is required also. A non-resident citizen or a non-resident alien is required to procure a big-game hunting license.

Primitive Firearms stamps are **never** to be issued free or at half price regardless of license class.

The agent must inform the applicant that this stamp must be signed across its face in ink and adhered to the back of the hunting or sporting license while hunting.

This stamp entitles the licensee to hunt deer with a Primitive Firearm during the Primitive Firearm season or with a Bow and Arrow during the Primitive Firearm season in accordance with the seasons and regulations established by law.

Class **W1** - Resident Wildlands Conservation Stamp - $5.00

"Issue" this stamp to any resident citizen/alien who intends to hunt, fish or trap. The stamp is not required in order to obtain F4, H3 or S3 (FREE) licenses. However, it is required for half-price licenses at the full $5.00 fee to any person entitled to a half-price license for the **first** license issued in that person's name for the current year. Check the "YES" box on the front of the license. Each license comes with an imprint of the actual stamp on the back of the first panel. This imprint satisfies the legal requirements for the issuance/purchase of a Wildlands Conservation Stamp prior to fishing, hunter or trapping in the Commonwealth.

Class **W2** - Non-Resident Wildlands Conservation Stamp - $5.00

"Issue" this stamp to any non-resident citizen/alien who intends to hunt, fish or trap. The $5.00 fee for this stamp is required for **all** non-resident license purchases within a give calendar year. Check the "YES" box on the front of the license. Each license comes with an imprint of the actual stamp on the back of the first panel. This imprint satisfies the legal requirements for the issuance/purchase of a Wildlands Conservation Stamp prior to fishing, hunting or trapping in the Commonwealth.

Class **W3** - Wildlands Conservation Stamp - **Collector's Edition** - $5.00

Discontinued.

Antlerless Deer Permit Applications

Antlerless Deer Permit applications are incorporated as part of the five (5) - panel hunting or sporting license form (panel 4).

PLEASE NOTE: Panels 3, 4 & 5 are to be issued **only** with Classes H1, H2, H3, H4, H5, H8, S1, S2 & S3 licenses.

The agent must inform the applicant that ONLY ONE application may be submitted by each applicant.

This application, when submitted to the Division prior to July 16th of the current year, enters the deer hunter into the lottery which determines which licensees will be permitted to take an antlerless deer during the shotgun season on deer and/or in deer management zones 02 and 04-North during the exclusive Primitive Firearms season for deer. **PROCEDURES:** Applications must be completed entirely, showing one and only one deer management zone for which the licensee may apply. Completed forms must be printed legibly with correct mailing address and zip code. Completed forms must be sent only to the Division's Field Headquarters in Westboro (see back of panel 4 of the Hunting or Sporting license for complete instructions). Agents must not accept completed applications. **DO NOT** send the $5.00 fee for the permit with the application. Successful applicants will be notified by mail and assessed a $5.00 fee.

Turkey Permits

Turkey Permit applications are incorporated as panel 5 of the five-panel Hunting and Sporting license forms.

PLEASE NOTE: Panels 3, 4 & 5 and Panels 3 & 4 of the Duplicate Certificate are issued **only** with Classes H1, H2, H3, H4, H5, H8, S1, S2 & S3 licenses. The agent must inform the applicant that ONLY ONE application may be submitted by each applicant. The $5.00 fee for the Turkey Permit **must** accompany the application.

OTHER PERMITS

Bear Permits

Bear Hunters must obtain from and file with the Boston office of the Division of Fisheries and Wildlife, a formal application available on or about May 1. The $5.00 fee must be forwarded with the completed application.

Non-Resident Trapping (formerly license class T4)

Non-resident citizens wishing to trap in Massachusetts in accordance with the seasons and regulations established by law must apply for a Non-Resident Trapping permit through the Boston DFW Office. Phone Permit Section (617)626-1575 for information.

OTHER LICENSES

Commercial Shooting Preserve Licenses (formerly class H7)

The new 1-day resident and non-resident licenses are available at the DFW Westbro office and authorized commercial shooting preserves. The fee is $10.00 for Non-Residents (includes the $5.00 fee for Wildlands Conservation Stamp) and $10.00 for the first resident license - $5.00 for each additional resident license. A person may purchase up to four of these licenses in their name for the current calendar year. **IMPORTANT:** possession of this license does not qualify as proof of a previous year hunting/sporting license in order to meet the Hunter Safety/Previous year license requirement. Phone Dick Burrell at (508)792-7270X119 for information.

LICENSE PRICE LIST

CLASS	DESCRIPTION	PRICE A[1]	PRICE B[2]
F1	Resident Citizen/Alien Fishing	$22.50	$27.50
F2	Resident Citizen Minor Fishing (Age 15-17)	$ 6.50	$11.50
F3	Resident Citizen Fishing (Age 65-69)	$11.25	$16.25
F4[3]	Resident Citizen Fishing (Paraplegice, Blind Mentally Retarded and & 70 & over)	FREE	FREE
F6	Non-Res. Citizen/Alien Fishing		$37.50
F7	Non-Res. Citizen/Alien Fishing (3-day)		$23.50
F8	Resident Citizen Fishing (3-day)	$ 7.50	$12.50
F9	Non-Resident Citizen Minor Fishing (Age 15-17)		$11.50
T1	Resident Citizen Trapping	$30.50	$35.50
T2	Resident Citizen Minor Trapping (Age 12-17)	$ 6.50	$11.50
T3	Resident Citizen Trapping (Age 65-69)	$15.25	$20.25
H1	Resident Citizen Hunting	$22.50	$27.50
H2	Resident Citizen Hunting (Age 65-69)	$11.25	$16.25
H3[4]	Resident Citizen Hunting (Paraplegic)	FREE	FREE
H4	Resident Alien Hunting	$22.50	$27.50
H5	Non-Res. Citizen/Alien Hunting (Big Game)		$99.50
H6	Non-Res. Citizen/Alien Hunting (Small Game)		$65.50
H8	Resident Citizen Minor Hunting (Age 15-17)	$ 6.50	$11.50
S1	Resident Citizen Sporting	$40.00	$45.00
S2	Resident Citizen Sporting (Age 65-69)	$20.00	$25.00
S3	Resident Citizen Sporting (Over 70)	FREE	FREE
DF	Duplicate Fishing	$ 2.50	$ 2.50
DT	Duplicate Trapping	$ 2.50	$ 2.50
DH	Duplicate Hunting	$ 2.50	$ 2.50
DS	Duplicate Sporting	$ 2.50	$ 2.50
M1	Archery Stamp	$ 5.10	$ 5.10
M2	Massachusetts Waterfowl Stamp	$ 5.00	$ 5.00
M3	Primitve Firearm Stamp	$ 5.10	$ 5.10
W1	Resident Wildlands Conservation Stamp		$ 5.00
W2	Non-Res. Wildlands Conservation Stamp	$ 5.00	$ 5.00

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[1] Fee for second resident license, free licenses, duplicate licenses and stamps. One stamp per year is required for each resident applicant.

[2] Fee for first resident license and all non-resident licenses. Cost includes $5.00 fee for the Wildlands Conservation Stamp imprinted on the license.

[3] Reciprocal F4 Paraplegic licenses are available for residents of Maine, New Hampshire, Vermont and Connecticut and may be issued by license agents or by mail through the Boston office. Please see section 8 of the Foreword for instructions.

[4] Reciprocal H3 Paraplegic licenses are available for residents of Maine, New Hampshire, Vermont and Connecticut and may be issued by license agents or by mail through the Boston office. Please see section 8 of the Foreword for instructions.

AGENCY CONTACTS

DFW District Headquarters

Western (413)447-9789 **Connecticut Valley** (413)323-7632 **Central** (508)835-3607
Northeast (978)263-4347 **Southeast** (508)759-3406

NANCY MELITO, JR. (617)626-1578

Surety Bonds, Delinquent Accounts, Bad Checks,
Total Year Sales, Return of Used/Unused Books
General Issuance Questions, Regulations

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If you have monthly report questions/problems or need additional supplies, the following is a listing of people who are responsible for certain agents. Please locate your city, town or store name (**alphabetically**) and contact that person at the phone number listed below.

WHEN YOU NEED MORE SUPPLIES CONTACT THE APPROPRIATE PERSON BELOW.

HELEN YUNG X1587 (City/Town Clerks)
ABINGTON THROUGH MEDFIELD (INCLUSIVE)
BARNSTABLE NATURAL RESOURCES DEPT.
BOYLSTON MUNICIPAL LIGHTING DEPARTMENT

CARL LUI X1583 (City/Town Clerks)
MEDFORD THROUGH YARMOUTH (INCLUSIVE)

GAIL GIBSON X1576
ALL SPORTING GOODS STORES AND BAIT SHOPS
NEW VENDOR APPLICATIONS

MARY CAVALIERE X1577
BEAR PERMITS AND APPLICATIONS\ COLLECTOR'S EDITION STAMP SALES

BOB ARINI X1575
ALL OTHER PERMITS

WESTBORO OFFICE (508)792-7270

KRIS MCCARTHY X142/MARCIA HARTLEB X127
ANLERLESS DEER AND TURKEY PERMITS

DICK BURRELL X119
COMMERCIAL SHOOTING PRESERVE LICENSES

****

MDC QUABBIN (413) 323-7221
SEASON DATES AND FISHING PERMITS

AGENT'S ADDITIONAL NOTES, CONTACTS; ETC.:

JUST ONE **MORE THING....**

BEFORE YOU CLOSE THIS BOOKLET:

PLEASE REMEMBER TO ISSUE **ONE AND ONLY ONE**
ABSTRACT PER LICENSE SOLD AND **PLEASE** -

KEEP ABSTRACTS OUT OF
THE REACH OF
CUSTOMERS.....THANK YOU!!!